



FINAL PLAT CHECKLIST

Final plat and required supporting material must be received a minimum of 30 days prior to a regularly scheduled Planning Commission meeting to be placed on the next agenda.

Planning Commission approval is not required for final plats where no substantive changes have been made since preliminary plat approval, and where all conditions of such approval have been met.

Final Plat Submittal Requirements:

- (5) copies of the final plat *bound together and folded*
- Digital copy of the plat in pdf format (can be e-mailed)
- (2) sets of wet stamped “as-built” construction drawings, (1) paper and (1) mylar (if applicable)
- Digital copy of construction drawings
- Copy of the recorded deed and any contractual agreements
- Filing fee (\$250 + \$10/lot)

The final plat shall contain all elements required as a condition of preliminary plat approval and the following, all in standard City approved forms, or other form acceptable to the City:

- A certificate of ownership and dedication for streets, easements and other property dedicated for public use, properly executed and notarized.
- A lien holder’s certificate, where applicable.
- A certificate of an attorney that title to the property is in the name of those parties executing the dedication, and that property dedicated to the City will be free and clear of all liens and encumbrances affecting marketability.
- A certificate by a registered surveyor, attesting to the accuracy of the survey plat and placement of monuments, and compliance with the requirements of this Chapter and State law.
- A certificate by a licensed professional engineer (if required) that the streets, water, sewer and storm drainage systems meet all applicable requirements of the City.
- Certificates by the Community Development Director specifying which improvements have been completed.
- A certificate by the City Clerk as to receipt of any security for the completion of improvements.
- Separate certificates of approval of the plat for the Planning Commission, the City Council, and the City Attorney.
- A certificate of recording to be executed by the County Clerk and Recorder.
- The name of the subdivision and the name and address of the subdivider, and his representative if applicable, to be included in a title box on the lower right corner.
- The name of the engineer or surveyor preparing the plat, the date of the plat, to be included in a title box on the lower right corner.
- The total number of lots and lot numbers or letters.
- The gross area and area excluding dedicated public ways and property of the subdivision.

- Sufficient data to determine easily and reproduce on the ground the location, bearing, length of street line, boundary line, easement line, block line, lot line and building setback line (if required by these regulations or preliminary plat approval) whether curved or straight, including the radius, central angle and arc length or chord distance and bearing for all curved lines. All dimensions must be to the nearest one-hundredth of a foot (0.1') and all angles to the nearest second.
- The scale, direction of true north, and basis of bearing, based on City of Delta Controls.
- A location sketch map showing the project location in relation to the City of Delta.
- The location of watercourses including lakes, wetlands, ditches and the location of rights-of-way, and easements.
- The layout, location and name of streets, the layout and location of alleys, bike paths, utility easements and pedestrian walks, and layout of all lots showing dimensions and lot areas, and any building envelopes or building lines which differ from zoning setbacks, if any.
- The location of all parks, trails and recreation paths, open space and any land to be reserved or dedicated for public or other uses.
- The boundaries of the "base flood" (100-year flood) and "floodway" and base flood elevation data.
- The location and description of all monuments and coordinates of all external boundary monuments based on Delta Control System.
- Plat notes and restrictions as appropriate to implement compliance with this Chapter, conditions of approval, and as necessary or desirable to implement the City's Comprehensive Plan.
- Existing improvements, including buildings and septic system locations if applicable.
- The final plat shall be drawn to a scale of not less than one inch equals one hundred feet (1"=100')
- The final plat shall be accompanied by a computation showing closure of the tract boundary to one foot (1') in five thousand feet (5,000') or better.

No final plat shall be recorded until:

- All of the required improvements have been installed, inspected and approved, or secured.
- (1) mylar and (1) paper copy of "as-built" construction drawings have been accepted.
- Two reproducible mylars, in final form, fully executed by all required parties, have been submitted. The plat shall also be submitted digitally.
- All required fees and reimbursable expenses have been paid.

*Final plat approval shall expire if the requirements (1-3) above are not met within 90 days of plat approval.

**This checklist is advisory only, and does not replace city ordinances. Refer to applicable city regulations when preparing subdivision submittals.